14 JUL 1972

MEMORANDUM FOR: Deputy Director, Personnel Security

SUBJECT   :   Agency Annual Report, FY 1972

REFERENCE   :   Memorandum from Acting DD/S, Same
                     Subject, file DD/S 72-2676, dtd
                     6 July 1972

    1.   The submission of the Security Records and Communica-
tions Division in response to subject report is set out below,
following the guidelines established by referent:

        a.   Major Developments

        (1)   The Case Processing and Evaluation Reports-
Office of Security (CAPER-OS) data management system
design was completed and submitted by the Support
Information Processing Staff (SIPS) CAPER Design
Team.   It was also accepted by the Director of
Security.   A CAPER-OS Working Group within the
Office of Security is now working with SIPS to
implement this system.

        b.   Major Accomplishments and Failings

        (1)   Records Processing

            (a)   On 30 November 1971, the CAPER Design
Team of SIPS submitted a data management design
to the Office of Security for computerizing its
case processing and reports evaluating activities.
A CAPER Design Task Force was established 10 Jan-
uary 1972 to explore in depth the ramifications of
the proposed CAPER data management system and to
recommend to the Director of Security the acceptance,
rejection or modification of the system.   The CAPER

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Design was accepted by the Director of Security on 23 March 1972. A CAPER-OS Working Group was then established 21 April 1972 to work with the SIPS Task Force to ensure the implementation of the system.

(2) Records Management

(a) Space for storing records is the prime concern of records management in SR&CD. This concern, coupled with the net zero growth program established for the Agency's Record Center, re-sulted in having the Support Service Staff conduct a file management study of SR&CD. The results of this study encouraged the adoption of a microfiche program for retired files. In a pilot project, 3 cubic feet of files were reduced to $3\frac{1}{2}$ linear inches of 4" by 6" microfiche diazo aperture cards. A requisition for a microfiche step and repeat camera, a microfiche reader and printer, and three microfiche readers was submitted just prior to the requisitioning deadline for FY 1972.

(b) Other measures aimed at reclaiming storage space at Headquarters were:

1. To require the removal of all extran-eous material from security files by OS pro-fessional employees as these files are reviewed for other purposes. OS Directive 72-3, dated 17 January 1972 directed that this be done as time permits.

2. The retirement criteria for OS files were revised 13 January 1972, shortening the period for file retention at Headquarters to one year following a cancellation action, a notice of death or retirement.

(3) Other Items of Interest

(a) On 29 October 1971 the Director of Security was made responsible for establishing and maintaining a centralized data base covering leaks of intelligence information to public information media. The mainten-ance of this data base was made a responsibility of

the Deputy Chief, [   ] SR&CD.   25X1
For this purpose, a codeword retention area was
established in SR&CD. The developed data base
was instrumental on 23 May 1972 in assisting the
Security Officer of the Intelligence Directorate
in identifying some documents for the General
Counsel.

   (b)   On 3 December 1971, the Information
Processing Coordinator advised the Chairman of
the Information Processing Board that while it
was technically feasible to operate the OS SANCA
Index under the Plan Directorate's STAR software,
the systems should be kept separate to protect
the privacy of the information in the SANCA
system, a position supported by the Director of
Security in light of the increasing pressure from
the legislative and private sectors of the country
for utmost protection of privacy information in
computer data bases.

c.   Ahead

   (1)   In FY 1973 it is anticipated that the CAPER-OS
data management system will go on-line 1 October 1972.
However, it will require about nine months to build
the necessary data bank in the system. During this
period it will be necessary to input data into the
CAPER-OS system while simultaneously continuing to
operate the present manual case processing control
system to assure that continuity in case control and
statistical reporting remain unbroken.

   (2)   Although the manpower resources of SR&CD were
reduced from 90 to 88 employees as of 1 July 1972, it
is hoped that the microfiche program for retired files
can be implemented in a way that will see a net re-
duction in the retirement holdings of files at the
Agency Record Center.

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2. A brief chronology of events as requested by referent is appended as Attachment I.
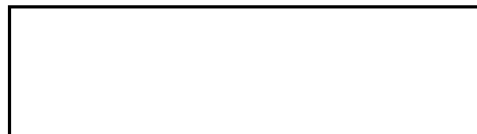
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Chief, Security Records and
Communications Division

Attachment:
  As Stated

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Attachment I

Chronology of Events, SR&CD
FY 1972

29 October 1971 - Director of Security made responsible for the establishment and maintenance of a data base covering intelligence leaks to public information media.

24 November 1971 - The Executive Officer, OS requests the Chief, Support Services Staff to assist the OS Records Management Officer in exploring available systems to reduce file storage needs in SR&CD.

30 November 1971 - The CAPER Design Team submits the design for a case processing and reports evaluation data management system to the Office of Security.

3 December 1971 - The Information Processing Officer advises the Chairman, Information Processing Board that the OS SANCA Index should not be combined with DD/P's STAR Index even though technically, feasible, to protect the privacy of the SANCA Index.

10 January 1972 - A CAPER Design Task Force is established to examine the CAPER Design and recommend a course of action to the Director of Security.

13 January 1972 - Retirement Criteria for OS files are revised to shorten the period of file retention at Headquarters after cancellation of interest, death or retirement.

17 January 1972 - Office of Security Directive 72-3 is issued requiring professional OS employees to purge OS files of extraneous material.

23 March 1972 - The Director of Security accepts the CAPER-OS Design.

21 April 1972 - A CAPER-OS Working Group is established to guide the implementation of the CAPER-OS data management system.

10 May 1972 - The Director of Security approves the requisitioning of necessary microfiche equipment.